

Certified Tax Collector

RECORD OF CONTINUING EDUCATION / CERTIFICATION RENEWAL

Please complete the following certificate information:

Name (please print)

CTC No.

Exp. Date

Home Address:

Home Phone:

Work phone:

E-Mail:

As you complete an approved seminar for continuing education contact hours, fill in each column as appropriate. List the number of approved hours in the appropriate subject column. See Local Finance Notice CERT-95-1.			Enforcement	Legislation	Reporting/Billing and Collection	General/Secondary Duties	Information Technology <i>(optional)</i>
Course No.	Name of Seminar	Sponsor					

As you complete an approved seminar for continuing education contact hours, fill in each column as appropriate. List the number of approved hours in the appropriate subject column. See Local Finance Notice CERT-95-1.			Enforcement	Legislation	Reporting/Billing and Collection	General/Secondary Duties	Information Technology (optional)
Course No.	Name of Seminar	Sponsor					
Total Credit Hours							

Renewal requires completion of 15 contact hours of continuing education credit. Applicants for renewal must obtain a minimum of two (2) contact hours in each of the subject areas, except "Enforcement", in which applicants must obtain a minimum of three (3) contact hours, and in Information Technology, which is an optional category.

Certification of Attendance:

I _____, CTC # _____ certify that I have attended the educational programs noted above which are required for the renewal of my certified tax collector certificate. I understand that any willful misrepresentation on my part may be grounds for suspension or revocation of my certification. Further, I understand that the Division of Local Government Services may request proof of my attendance at the above seminars anytime within six (6) months after the renewal date of my certification.

Signature: _____

Date: _____

Upon completion of the continuing education requirements, please forward the application to: Certification Unit, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803. Applications must be accompanied by a check or money order for \$50 made payable to the State Treasurer. THE APPLICATION FEE IS NOT REFUNDABLE. Please contact the Division of Local Government Services at (609) 292-4656 if you have any questions concerning completion of the application.

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APPLICATIONS SUBMITTED AFTER THE EXPIRATION DATE REQUIRE AN ADDITIONAL \$50 FEE